



Idaho Parks & Recreation Volunteer Program

Oregon Trail History & Education Center Position Description

The Idaho Department of Parks & Recreation fosters highly effective volunteer engagement throughout all programs. We strive to attract and involve multiple resources from the community in order to accomplish our mission of enhancing the quality of life for Idahoans and our guests.

Job Title: **Gift Shop Clerk**

Job Summary:

Volunteer greets, sells tickets to the exhibited area, operates cash register, and provides customer service in the gift shop, counts and tallies daily visitation, and orients visitors to exhibits and theater. This volunteer welcomes all visitors to the Center and gives a brief orientation of the facility and answers questions about the park and local amenities. Although not necessary, knowledge of Oregon Trail history is helpful.

Work Schedule

Visitor Center Hosts work a minimum of 8 hours per month (including weekends and holidays) performing customer service, sales and light maintenance duties in the gift shop. The Park Volunteer Coordinator and the volunteer together determine the actual work schedule.

Benefits to volunteer:

- One free night of camping with every 24 hours of volunteer service.
- Will learn about the local historical significance and/or natural history of the park
- Will become familiar with the local community and the characteristics that make it noteworthy
- Worker's compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
- Gas mileage provided if outside the Glens Ferry area, e.g., Hagerman or Mountain Home
- Complete orientation and job training
- Continual evaluation and feedback on job performance
- Uniform provided

Job Duties: (percentage of time at each task will vary with each park and time of year)

Gift Shop Duties

- ___ Greet the public and answer questions
- ___ Provide park and local tourist information
- ___ Answer phone, and 2-way park radio
- ___ Record daily visitation
- ___ Assist with the open and close procedures of the facility
- ___ Assist with the open and close procedures of the gift shop and cash register, i.e. count money, record sales.
- ___ Assist with the park's lost and found system
- ___ Show videotapes and films in the Visitor Center
- ___ Sell and record sales of merchandise
- ___ Use cash register and credit card machine
- ___ Follow established IDPR cash handling procedures
- ___ Stock shelves from inventory
- ___ Maintain an inventory of merchandise and recommend items for reorder
- ___ Other, specify:

Special Projects: ____ Assist with special projects related to Visitor Center and park operations.
(as needed) These projects can be structured to the volunteer's interests and talents.

To Apply:

Obtain an application form by contacting: or
Idaho Dept. of Parks & Recreation
ATTN: Volunteer Services Coordinator
P.O. Box 83720
Boise, ID 83720-0065
(208) 334-4180 x 242
khampton@idpr.state.id.us

Apply directly to:
Three Island Crossing State Park
ATTN: Gregg Smith
P.O. Box 609
Glenns Ferry, ID 83623
(208) 366-7121
GSmith@idpr.state.id.us